

Job posting preview

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Bulletin Number	50872BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Treasurer and Tax Collector
Position Title	FINANCE ANALYST
Additional Title	ONLINE FILING ONLY
Exam Number	B0505E
Filing Type	Standard
Filing Start Date	05/01/2015
Filing End Date	05/22/2015
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7115.73
Salary Maximum	9333.00
Special Salary Information	TRAFFIC MITIGATION ALLOWANCE: The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of mitigation and/or parking. In addition, the mitigation Commuter Center provides schedules for bus and rail transportation as well as information on joining carpools or vanpools.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Positions allocable to this class are assigned to the Finance and Investments Division in the Department of Treasurer and Tax Collector, where they work under the technical and administrative direction of the Public Finance, Investments, and Defined Contribution Plan managers. Working in coordination with other county departments concerned with municipal borrowing programs and investment operations, Finance Analysts participate in the conduct of market analyses of financial data and other information and the development of recommendations regarding borrowing and investment strategies.
Essential Job Functions	<ul style="list-style-type: none"> Analyzes cash flow requirements and debt service schedules for capital projects being financed through the issuance of bonds, notes, or certificates. Assists in the structuring, analysis, and implementation of various financing instruments utilized by the County, special districts, and school districts. Participates in discussions with financial advisors, underwriters, bond counsel, and rating agencies regarding the budgetary, financial, legal, and tax issues that may impact the County's borrowing programs.

- Participates in discussions with financial advisors, broker-dealers, legal counsel, trustees, and third-party administrators regarding the County's investment and defined contribution programs.
- Compiles and interprets data on investment prices, interest rates, yield, and future market trends using securities industry reports, daily trade summaries, and conversations with broker-dealers and other market participants.
- Analyzes and makes recommendations regarding the cash flow requirements of the County and the ability to invest funds in accordance with the Investment Policy of the County and its 401(k) and 457 Defined Contribution Plans.

Requirements**MINIMUM REQUIREMENTS:**

Option I: Four (4) years experience in a highly responsible and complex administrative or staff capacity* analyzing and making recommendations for the solution of problems of organization, program, procedures, budget, systems or personnel.

Option II: Two (2) years experience at the level of assistant vice president in the finance or government securities branch of a major bank or investment banking institution.

APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Desirable Qualifications

- Bachelor's degree or higher from an accredited*** college or university in Business Administration, Accounting, or Finance.
- Experience working and collaborating with high-level County managers or business professionals on financial, investment, accounting, cash management or budget issues in which excellent communication and working relationship skills are required.
- Experience preparing and/or analyzing complex financial models relative to debt issuance, cash management or investment operations.
- Experience writing Board letters, Departmental correspondence or other high-level communications.

Special Requirement Information

*A highly responsible and complex administrative or staff capacity is at the level of Los Angeles County's classification of **Cash Systems Analyst.

**Cash Systems Analyst assists in reviewing, analyzing and making recommendations for improvements in County department billing, collection, cash processing systems, and/or borrowing and investment strategies.

Accreditation Information

*****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have

been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Transcripts: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

**Examination
Content**

This examination will consist of **TWO** parts:

Part I: An oral interview weighted 50% will cover Professional Knowledge and Abilities; Strategic Thinking: Decision Making and Analytical Abilities; Communication and Interpersonal Relationships; Adaptability, Dependability, and Ethics; and Computer Skills. **Candidates must achieve a minimum passing score of 70% on the interview in order to advance to the Appraisal of Promotability process.**

Part II (50%): An Appraisal of Promotability weighted 50% will evaluate Professional Knowledge and Abilities; Strategic Thinking: Decision Making and Analytical Abilities; Communication and Interpersonal Relationships; Adaptability, Dependability, and Ethics; and Computer Skills. **Candidates must achieve a minimum passing score of 70% on the Appraisal of Promotability in order to be placed on the eligible list.**

ALL NOTIFICATIONS (e.g., Notice of Oral Exam Admittance Letter, Notice of Non-Acceptance, etc.) WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

**Special
Information**

BACKGROUND CHECKS: Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude and any job-related misdemeanor convictions.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill current vacancies in the Finance and Investments Division and Cash Management Division of the Department of Treasurer and Tax Collector, located at 222 N. Grand Avenue, Los Angeles, CA 90012.

**Eligibility
Information**

The names of candidates receiving a passing grade on the examination will be placed on the eligible list and will appear in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**Application and
Filing
Information**

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All information is subject to verification. We may reject your application at any time during the employment process.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax or in person.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirement.

Please fill out the application Information Form completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; HOURS WORKED; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

Applicants must submit their application by 5:00 PM, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

Click on the tab above or below this bulletin that reads, APPLY TO JOB to apply online.

We must receive your application by 5:00 p.m., Pacific Standard Time, on the last day of filing.

Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.

Note: If you are unable to attach required documents, you may fax them to (213) 217-4931, within fifteen (15) days of filing. Please include your name, exam number and title.

Applicants who fax required documents after fifteen (15) business days from the date of filing their application online will be rejected and will not be able to compete in this examination process.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at local public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's official application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Felisha Anoa'i

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Contact Phone**

(213) 893-0054

**Department
Contact Email**

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**ADA Coordinator
Phone**

(213) 974-7197

**California Relay
Services Phone** 800-325-0778

Job Field Finance and Accounting

Job Type Professional

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